# Attachment 13: Proposal Checklist

To assist Proposers and the JCC in verifying the completeness of the bid, Proposer will include this checklist with their proposal. A responsive Proposal shall consist of all the required items identified below. Mark the box to indicate each item submitted.

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| **Required Documents for Evaluation** |
| [ ]  | Table of Contents - A table of contents including an index of the proposal contents and attachments. |
| [ ]  | Cover Letter |
| [ ]  | Evidence of Financial Solvency or Stability |
| [ ]  | Subcontractors’ Information and process to select qualified subcontractors if intended to subcontract any services |
| [ ]  | Technical Proposal |
| [ ]  | * Resumes of Key Staff Members (RFP Section 8.5 a)
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| [ ]  | * Three (3) Client References (Section 8.5 b)
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| [ ]  | * Proposed Method or work plan to complete the work (RFP Section 8.5 c)
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| [ ]  | Attachment 3 - Proposer’s Acceptance of Terms and Conditions and a red-lined version of the Terms and Conditions (Attachment 2) if exceptions are identified. |
| [ ]  | Attachment 4 - General Certifications Form  |
| [ ]  | Attachment 5 - Darfur Contracting Act Certification  |
| [ ]  | Attachment 6 - Payee Data Record Form  |
| [ ]  | Certificate of Status with the Secretary of State of California or proof that the Proposer is in good standing in its home jurisdiction.  |
| [ ]  | Attachment 7 - Iran Contracting Act Certification |
| [ ]  | Attachment 8 - Unruh Civil Rights Act and California Fair Employment and Housing Act Certification  |
| [ ]  | Attachment 11 – DVBE Declaration form if the Proposer is itself a DVBE |
| [ ]  | Each DVBE that will provide goods and/or services in connection with the contract must complete the Attachment 12 - Bidder Declaration form  |
| [ ]  | Attachment 13 – Proposal Checklist |
| [ ]  | Cost Proposal which is submitted separate from the Technical Proposal* Cost proposal should include rate sheet for initial 2-year term and the three (3) consecutive 2-year option terms
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